

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Allison Hutchings

Employing Office/Committee: Senator Ron Wyden

Travel Expenses Paid by (List all sources): Global Women's Innovation Network (Global WIN)

Travel Date(s): Oct 2 - 3, 2019

Description/Title of Attached Forms: Private Sponsor Travel Certification Form

Purpose of Amendment (describe the reason for amending original submission): The Private Sponsor Travel Certification Form was still not the final version

02.18.20

(Date)

AWH

(Signature of Traveler)

[illegible]

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and covers all costs incurred by our delegation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

this trip aligns with GlobalWIN's mission to provide a vital forum for female leaders to grow personally and professionally, while contributing to key policy debates. GlobalWIN is travelling to Boston to meet with female leaders in the public and private sector to discuss issues related to innovation,

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

GlobalWIN has sponsored 10 congressional staffer trips since 2012, both domestic and international.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GlobalWIN is a local bipartisan nonprofit organization. GlobalWIN hosts 2-4 free events per month in DC focused on career development, networking, and relevant policy discussions.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	275.00 Roundtrip American Airlines + 206.00 Ground transportation-charter bus for two days	\$219.00	\$124.25	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

GlobalWIN's 2019 Senate Staff Delegation Trip is planned specifically with regard to Congressional participation in the form of Senate Staff from Republican and Democratic offices.

18. Reason for selecting the location of the event or trip

As a hub for technology, trade, and commerce, Boston is a natural choice for a trip to discuss all things related to innovation. Through a diverse schedule of events, GlobalWIN will have a substantive trip.

19. Name and location of hotel or other lodging facility:

Hampton Inn & Suites by Hilton

811 Massachusetts Avenue, Boston MA 02118

20. Reason(s) for selecting hotel or other lodging facility:

The Hampton Inn was selected due to availability and reasonable group rate for one night stay in Boston.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Both meals and lodging are below the federal government per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

GlobalWIN will provide round trip coach class airfare from Washington to Boston. On the ground in Boston

GlobalWIN will employ Avalon Transportation and rent a sprinter van and driver for two full days.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network

Address: 233 Pennsylvania Avenue, SE, 2nd Floor, Washington, DC 20003

Telephone Number: 202-548-0021

Fax Number:

E-mail Address: helen@helenmilby.com